

INDIANA HOUSE DEMOCRATIC INTERNSHIP

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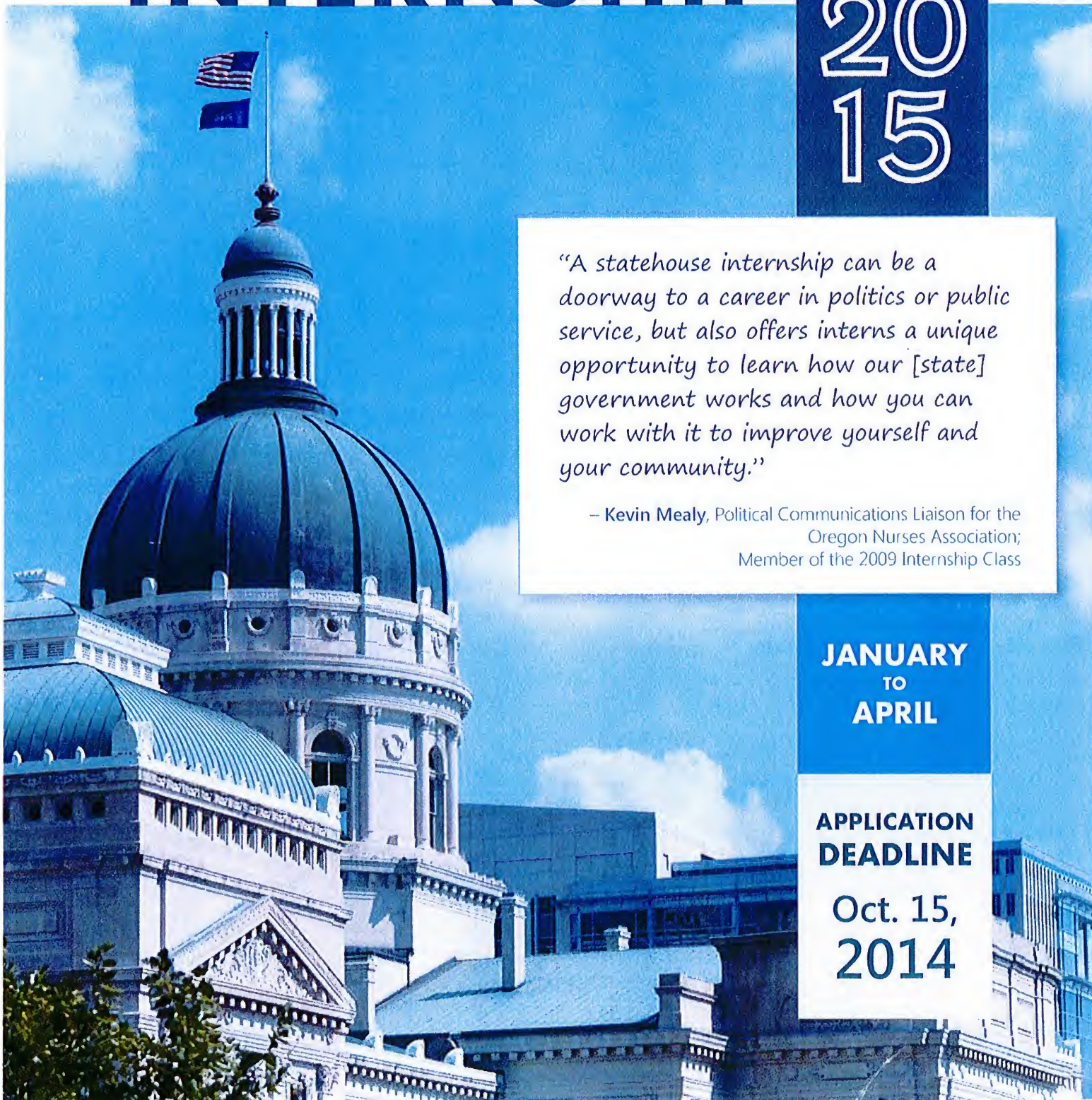
"A statehouse internship can be a doorway to a career in politics or public service, but also offers interns a unique opportunity to learn how our [state] government works and how you can work with it to improve yourself and your community."

– Kevin Mealy, Political Communications Liaison for the
Oregon Nurses Association;
Member of the 2009 Internship Class

**JANUARY
TO
APRIL**

**APPLICATION
DEADLINE**

**Oct. 15,
2014**



PROGRAM OVERVIEW

The Indiana House Democratic Internship program is an excellent opportunity to acquire hands-on experience with the legislative process. Interns will work full-time with State Representatives and legislative staff during the legislative session in Indianapolis. Below you will find a brief description of the six types of internship positions available:

Legislative & Constituent Services

- Assist State Representatives and their legislative staff with daily tasks
- Facilitate correspondence between state agencies, constituents and representatives to resolve issues
- Research and respond to legislative questions posed by legislators and constituents
- Track bills through the legislative process
- May assist policy staff by covering committees and preparing reports

Black Legislative Caucus

- Perform all the duties of a Legislative & Constituent Services intern (see description above)
- Assist with event planning and staffing for events that the Black Legislative Caucus hosts
- Assist with Black Legislative Caucus meetings including taking detailed notes and preparing minutes for future meetings

Policy Analyst

- Research, track and analyze amendments and bills
- Staff legislative committees and prepare committee reports for legislators
- Search for existing language in the Indiana Code
- Assist staff and legislators with legislative and fiscal inquiries

Ways & Means Fiscal Analyst

- Create and maintain Ways & Means Committee bill tracking database
- Prepare summaries of Ways & Means Committee action
- Monitor tax- and finance-related bills assigned to committees other than the Ways & Means Committee
- Assist the Ways & Means Fiscal Staff with the interpretation and analysis of committee and second reading floor amendments

Media Relations

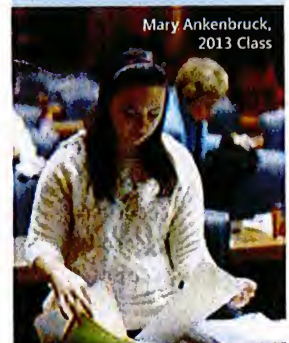
- Write news releases, statements and guest columns
- Assist with content for legislators' websites
- Monitor news coverage of Indiana State Legislature
- Record radio feeds for distribution
- Assist in coordinating press conferences and media availabilities for legislators

Video Production

- Assist in the production and editing of video segments for an internet audience
- Record legislative proceedings on the House Chamber floor, press conferences and other events at the Statehouse
- Assist with social media content, website updates and streaming video
- Additional skills that are not required but may be utilized include IT troubleshooting and digital photography

"Through my internship with the House Democrats, I had the opportunity to work with great legislators and staff whose counsel and connections have helped to steer my career path ever since."

– **Hannah Brown**
Government Relations
Specialist with
Hall Render, Killian,
Heath, & Lyman;
Member of the 2008
Internship Class



Mary Ankenbruck,
2013 Class

"I gained useful skills that helped me get a job in politics, serve as a volunteer advocate, and will be crucial in my future career as a lawyer."

– **Nick Carson**
Student, Northwestern
University School of Law;
Member of the 2008
Internship Class

INTERNSHIP 2015

"The friends and mentors I gained from this hands-on internship have proven invaluable."

— Lauren Petersen
Field Marketing
Specialist at ExactTarget;
Member of the 2010
Internship Class

Lisa Mangifico, 2014 Class,
works with Rep. Karlee Macer



"As a public relations major, I entered the legislative internship with little knowledge or interest in government, but my experience opened doors and exposed me to more than I could've imagined."

— Elaina Gemelas
Sales Development
Manager at Mashable;
Member of the 2009
Internship Class

WHAT TO EXPECT

The Indiana House Democratic Interns are paid \$700 bi-weekly and have the ability to earn academic credit for completing the internship. One student from the intern class will also be selected to receive a \$3,000 scholarship sponsored by Verizon Communications Inc. Below you will learn more about the expectations we have for our interns:

Time Commitment



The internship is a full-time job. Interns typically work 7.5 hours a day between 8 a.m. and 4:30 p.m. from Monday through Friday. Working over 7.5 hours in a day will not garner overtime pay. Some days require interns to stay later. Usually, interns will have prior notice for those days. Interns are not eligible for vacation or paid sick days off work.

Orientation begins in late December or early January. The 2015 internship will last through April 2015.

Where to Live

It is recommended that interns relocate to the Indianapolis area if accepted into the internship program. There are plenty of housing opportunities around the downtown area, and many places are willing to negotiate short-term leases. Some also offer student or government worker discounts.



Academic Credit/Classes



Academic credit for the internship is determined by the school the intern attends. Students interested in participating in the internship should consult their academic advisor with questions regarding academic credit.

Interns are able to take classes during their internship, however; school schedules should not interfere with the internship. Interns that need to take classes during the internship are encouraged to take online courses or participate in the 300 level Political Science class that is offered through Indiana University-Purdue University Indianapolis. This 3-credit hour course is specifically designed for students who participate in an internship with the Indiana General Assembly. It is not recommended that you take more than one course during the internship and any courses taken cannot occur during normal business hours.

APPLICATION REQUIREMENTS

The Indiana House Democratic Internship is open to college juniors, seniors and graduate students as well as recent graduates. Sophomores who are interested in applying will be evaluated on a case-by-case basis. No specific major is required, but a successful candidate must have a desire to learn about government.

Necessary Practical Skills

- Excellent writing skills
- Exceptional interpersonal skills
- Basic computer skills
- Public speaking skills
- Organizational skills
- Effective time management
- Professional attitude

How to Apply

- Download the application form located on our website, www.indianahousedemocrats.org/intern.
- Email or mail your completed application form along with a cover letter, résumé, 2 letters of recommendation, and an official copy of your academic transcript to:

Zarah Hileman
Indiana House Democratic Intern Director
200 West Washington Street
Indianapolis, IN 46204
zarah.hileman@iga.in.gov
(317) 233-5248

Additional Information

Applicants who have not met all of the above requirements will not be scheduled for an interview. Appointments for interviews are made on a competitive basis, with attention given to the application, academic record, work-related experiences and the value of the internship to the students. Successful candidates will be notified by the end of November.

"It was a more substantive experience than most of my college friends were able to get elsewhere, which in turn was something that seemed to stand out to a lot of employers on interviews I've gone on since."

– Ryan Hehner

Public Interest Law Initiative Fellow
at the Alliance for the Great Lakes;
Member of the 2009
Internship Class

CONNECT
WITH US



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APPLICATION DEADLINE: OCT. 15, 2014



U.S. Senator Joe Donnelly speaks to the 2013 Intern Class



2014 Intern Class meets with Governor Mike Pence

APPLICATION DEADLINE

OCTOBER 15, 2014

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SENATE DEMOCRAT INTERNSHIPS

SENATE DEMOCRATIC CAUCUS INTERNSHIP PROGRAM

Legislative internships provide an opportunity for students to gain knowledge of the inner workings of state government by being a part of the process. Interns will thoroughly learn the legislative process, gaining an in-depth understanding of how laws are made in an immersive professional environment.

INTERNSHIP DUTIES

- Analyze legislation
- Constituent services
- Staff legislative committee hearings
- Conduct legislative and policy research

BENEFITS

- \$700 bi-weekly stipend
- Academic credit options
- Two scholarship opportunities
- Networking opportunities

APPLICANT REQUIREMENTS

- Collegiate sophomores or upper classmen
- Indiana residents enrolled in a college or university
- Recent college graduates or professional degree students
- Out-of-State residents attending an Indiana college or university
- International students who have employment authorization in the US

APPLY ONLINE

WWW.SENATEDEMOCRATS.IN.GOV/INTERNSHIP.HTM

DEADLINE APPROACHES

OCTOBER 15, 2014



SENATE DEMOCRATS COMMUNICATIONS

- Writing press releases
- Video and audio production
- Speech-writing
- Organizing press conferences
- Social media strategy

Communications Interns work directly with the Senate Democratic Media Office, members of the Indiana Senate Democratic Caucus, and Statehouse Press Corps. They have the opportunity to build their portfolio, gain valuable professional experience and network with decision makers and professionals from the statewide media industry.

CONTACT

Brent Stinson, Intern Director
Email: brent.stinson@iga.in.gov
Phone: 317.232.9849

INTERN FOR THE HOUSE OF REPRESENTATIVES



APPLY ONLINE AT [HTTPS://IGA.IN.GOV/LEGISLATIVE/HOUSE/INTERNSHIPS/](https://iga.in.gov/legislative/house/internships/)



DEADLINES FOR THE 2015 SESSION:

DEMOCRAT CAUCUS - OCTOBER 15TH

REPUBLICAN CAUCUS - OCTOBER 31ST

REPUBLICAN INTERNSHIPS

- Member Services
- Communications
- Policy
- Ways & Means
- Technology

DEMOCRAT INTERNSHIPS

- Constituent & Legislative Services
- Black Legislative Caucus
- Policy
- Ways & Means
- Media Relations
- Video Production

BENEFITS

- \$700 bi-weekly stipend
- Academic credit option available
- Eligible for the "Verizon Legislative Internship Scholarship"
- Networking opportunities
- Working directly with state representatives

REQUIREMENTS

- Applicants must be undergraduate seniors, juniors, graduate students or recent graduates
- Internship requires a full-time commitment, Monday through Friday, 8:30 a.m. to 5 p.m. or later
- Internship lasts from January through April

DEMOCRAT DEADLINE

October 15th, 2014

REPUBLICAN DEADLINE

October 31st, 2014



CONTACT

DEMOCRAT INTERN DIRECTOR

Zarah Hileman

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REPUBLICAN COMMUNICATIONS INTERN DIRECTOR

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Telephone: (317) 232-9824

REPUBLICAN INTERN DIRECTOR

Jacob Quinn

E-mail: jacob.quinn@iga.in.gov

Telephone: (317) 232-9793



200 West Washington Street // Indianapolis, IN 46204 ★

<https://iga.in.gov/legislative/house/internships/>

Get **IN**volved

The Indiana State Senate Republican Caucus offers spring-semester internships that provide hands-on, practical experience in the state legislature and professional interaction with policymakers and staff.

BENEFITS

- \$700 Biweekly Stipend
- Academic Credit
- Scholarships
- Networking

QUALIFICATIONS

- Must be at least a college sophomore
- Recent college graduates and graduate and law school students are encouraged to apply
- Strong writing and interpersonal skills
- Ability to work in a fast-paced, multi-faceted work environment
- All majors are welcome

HOW TO APPLY

- Complete online application at IndianaSenateRepublicans.com/intern-program/
- Submit your resume, copy of academic transcripts, a writing sample and two letters of recommendation
- Apply before October 31

Apply Online!
Applications Due
October 31

Contact:

Jen Carlton, Staff Director
Email: jen.carlton@iga.in.gov
Phone: 317-233-2250

Laura Brown, Lead Intern Recruiter
Email: laura.brown@iga.in.gov
Phone: 317-232-9415

Scan this QR code to apply



INDIANASENATEREPUBLICANS.COM



**INDIANA SENATE
REPUBLICANS**



INTERNSHIPS
INVOLVE - INVEST - INTERN

SENATE INTERNSHIP OPPORTUNITIES



LEGISLATIVE

- Track and analyze bill data
- Provide constituent services
- Staff Senate committee hearings and meetings
- Conduct legislative and policy research



PRESS SECRETARY

- Track legislation
- Write news releases and op-eds
- Create e-communication and social media strategies
- Work with members of the media



INFORMATION TECHNOLOGY

- Respond to IT needs of senators and staff
- Troubleshoot hardware and software issues
- Assist in the implementation of new technologies
- Reformat and reimaging computers



POLICY

- Conduct legislative and policy research
- Track legislative proposals
- Develop a legislative matrix
- Write talking points



LEGAL

- Conduct legal and policy research
- File legislative documents within deadlines
- Summarize amendments and conference committee
- Create the daily legislative agenda



VISUAL COMMUNICATIONS

- Serve as Senate photographer and videographer
- Monitor online streaming of committees and session
- Create visual content for print and web
- Assist in website management